WEBFILE REGISTRATION INSTRUCTIONS

Thank you for your choosing North Dakota Sales Tax WebFile to file your sales tax returns!

Before you may utilize the WebFile system to file sales tax returns, you will need to complete a three-step registration process. **Important note: After you complete Step 2, an authorization code will be mailed to you at the mailing address we have on file for the permit you are registering.** Please allow sufficient time for the authorization code to reach you. Once you receive the authorization code, you will be able to complete Step 3 and the system will be available for you to use.

STEP 1 North Dakota Login ID *(If you already have a ND login ID, proceed to step 2.)*

A. Go to *www.ndtaxdepartment.com*, click on *Sales and Use*, then *Electronic Filing*, and then the **Access WebFile** link. Or, go directly to the WebFile *https://secure.apps.state.nd.us/tax/sales/webfile/main.htm***.**

B. Once you are on the WebFile site, click on the **Register Now** link located to the right of the *Login* button.

C. Immediately after you register for a Login ID, you will receive a confirmation e-mail. *You must follow the instructions in the confirmation e-mail.*

D. Click on the link in the confirmation e-mail. Your Login ID and password are ready to use.

STEP 2 Register Sales Tax Permit

A. Log on to WebFile and enter your five or six digit permit number. [Do not enter the two digit suffix (00, 55, 66, or 88) assigned to your permit.]

B. Enter an e-mail address and select a payment method of ACH debit, ACH credit, or check/credit card.

C. After you click the *Submit* button, you will see a page that confirms your registration.
   Note: If you have more than one permit to register, click on the **Register Another Permit** *link.*

D. You will be able to complete Step 3 once you receive an authorization code. Our office will mail the authorization code to the mailing address we have on file for the permit number.

STEP 3 Complete Registration *(You must have your authorization code to complete Step 3.)*

A. After receiving your authorization code, log on to the WebFile.

B. Scroll to *Complete Registration* and enter the permit number and authorization code.

C. To complete the registration for more permits, click the *Main Menu* button and select the *Complete Registration* option.

Instructions for using North Dakota Sales Tax WebFile can be found in the WebFile Guideline on our web site at *www. state.nd.us/taxdpt/salesanduse/elecfiling*.

If you have any questions about the WebFile system, or if you need assistance in completing the steps outlined above, please call our office at 701-328-3470 or e-mail us at salestax@state.nd.us.